

**Confidential Employee Self-Evaluation
 and Supervisor Evaluation**

	Administrative Assistant/Board Secretary	
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Employee

Position Title

Date

- 0. Not Applicable or Observed
- 1. Unsatisfactory Performance
- 2. Average Performance

- 3. Expected Performance
- 4. Exceeds Expected Performance

E=Employee
 S=Supervisor

E	S	<u>I. Personal Qualities</u>
		Presents a positive attitude.
		Communicates & works cooperatively with other members of the staff & public.
		Is neat in appearance & dresses appropriately
		Maintains confidentiality & honesty
		Functions in a positive attitude in stressful situations.

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Employee		Supervisor	
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E	S	<u>II. General</u>
		Assist the Superintendent in general administrative operations
		Research, prepares & submits information
		Assumes the responsibility for the daily operation of the office
		Trains office personnel
		Handles all legal requirements and correspondence for bidding & RFP
		Keeps accurate minutes of the regular and special Board meetings.
		Assists in preparing board meeting agenda
		Sends copies of minutes to board members as required.

		Assists in the screening process for open positions
		Maintains personnel files
		Prepares employees contracts
		Maintains certification information
		Notifies teachers of certification expiration dates, & completes verification of teaching experience
		Maintains up to date district inventory on computer
		Maintains Master Contracts for employees
		Keeps record of staff absences.
		Supervises such personnel as assigned
		Maintains records of substitute employees
		Assists the Superintendent in the preparation of required applications and reports
		Acts as District Testing Coordinator
		Participates in training as needed
		Serves as software Security Officer
		Follows District policy/handbook
		Performs such other tasks as may be assigned.

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E	S	III. Asbestos Hazard Emergency Response Act (AHERA) Responsibilities:
		Assures that the annual notification of management plan is published publicly (August each year).
		Assures notification of re-inspection to workers, and building occupants is published publicly (October each year).
		Maintains Short Term Worker Logs in each building.
		Assures that the Short Term Worker Contract Clauses are mailed to new vendors.
		Assures that periodic surveillance of all friable and non-friable known or assumed asbestos-containing building material is conducted in each school building at least twice each year.
		Assures that Asbestos Activity Record forms are available in each building.
		Certifies and maintains that responsibilities under AHERA are being met.
		Maintains copies of each Management Plan for all buildings and administration office.

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		Notifies the Superintendent in event of illness
		Notifies the Superintendent of problems that need attention

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E	S	<u>IV. Timeliness</u>
		Turns in time sheet as required
		Meets deadlines
		Attends meetings as required
		Arrives on time, works scheduled hours

1. I feel I have shown development and growth in my position because: (list classes taken, workshops attended, independent study, etc.)

2. Commendations or areas during the last year for which I would like to be recognized are:

3. List areas of participation and/or accomplishment outside the position responsibilities that are job related: (i.e. site councils, committees, task forces, clubs, activities, coaching, etc.) Do not include community or civic activities outside of your job description.

Overall Evaluation

<input type="checkbox"/>	Employee	<input type="checkbox"/>	Supervisor
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Evaluator's Recommendation for:

- Continued Employment
 Plan of Assistance
 Termination

Comments: _____

Evaluator's Signature

Date

I have read this appraisal of my performance and discussed it with the evaluator.

Employee's Signature

Date

Statement by employee attached. Yes No